

Oklahoma State Department of Health

Answers to Internal Control Questions

- 1 All agency staff enter their time and then it is approved by their supervisor. The HR department enters personnel information for all staff to include rate of pay. The Payroll department loads the approved time into the accounting system and prepares the payroll based on the amount entered by HR. The payroll claim is submitted to the Office of Management and Enterprise Services (OMES) for payment. All state agencies in Oklahoma process payments through OMES which is a centralized state agency.
- 2 Yes
- 3 Yes: All staff report time in our agency Time and Effort (T&E) System by cost objective (program code) in increments of 15 minutes.
- 4 Yes: We have a specific cost objective that staff use for this purpose. The code is for a specific group of cost objectives. The agency uses an allocation method to assign costs coded to this cost objective based on direct time coded during that pay period.
- 5a Yes
- 5b Yes
- 5c Yes
- 5d Yes
- 5e Yes
- 5f Yes
- 6 Yes
- 7 No: We do not have an agency policy that requires staff to take vacation. However, while staff are on leave other staff will perform their duties.
- 8 Yes
- 9 No
- 10 Yes: We utilize a system developed specifically for our agency.
- 11 Yes: In our system we have various funding codes that identify both receipts and expenditures specific to each award.
- 12 Yes: In our system we have object codes that are used for this purpose.